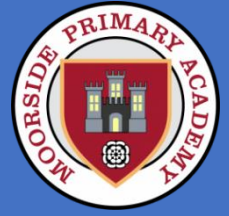


# Remote Learning Policy



## Specific Aims:

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for our pupils
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## Remote Learning for Bubbles and Whole Classes

Our Remote Learning offer will combine a variety of approaches such as PowerPoints, videos, images and sound clips via Class Dojo Portfolios. Teachers will also be uploading lesson content daily and will be available to contact via Dojo during normal school working hours (8:45am- 3:30pm).

The Remote Learning guidance for Class Dojo portfolios is attached to this policy and is also available on the Moorside website. There is an expectation that if children are absent but well and able to participate in home learning, that they will do so and staff have been instructed to monitor engagement with this; therefore, parental support and engagement is paramount.

We decided that it would be best to record lessons rather than conduct live ones as we understand that many of our families have only one device with internet access and if they have more than one child, it may be tricky for Parents/Carers to get children 'logged on' for their lessons at the correct times. Learning will be appropriate to the age of the child and will contain new learning that pupils would have been covering in school. We are aiming to teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally and as a school, we will be doing our very best to deliver high quality remote learning that would be to a similar standard to what pupils would receive in school. We will still provide some live weekly Microsoft Teams sessions so that pupils can engage with certain content and interact socially.

Some general principles are outlined below:

- Home learning will be provided and should last for approximately the duration of a normal school day
- Teaching videos and PowerPoints will be provided where appropriate and, across the week, there will be learning in different areas of the school curriculum
- We will be asking that the children send their work back to school each day via Class Dojo portfolios so that the Teacher can check the learning and provide feedback as necessary
- School will be in regular contact with Parents/Carers to ensure children are accessing the remote learning and engaging well
- Where live lessons are provided and there is only one adult present, these lessons should be recorded for safeguarding reason

## Remote Learning for Individuals

All of the above will apply except for Teacher availability which will be outside of regular school hours (3:45pm-6:00pm) due to teaching commitments. Staff will endeavour to respond to messages, approve learning and give comments as soon as they can but please remember that Teachers will still be in school teaching full time.

## Curriculum

Moorside Primary Academy knows that there has been much disruption to children's education, therefore, is committed to ensuring that all children continue to receive a quality education should the need for remote learning arise.

Our approach may include a blend of online learning including some virtual face-to-face sessions through Class Dojo and resources available through online learning platforms such as:

- Oak National Academy
- Microsoft Teams
- BBC Bitesize
- White Rose Maths
- Reading Plus
- Phonics Support
- Class Dojo
- Times Tables Rockstars

The remote learning set for children will be in line with the learning that would take place in the classroom so the Teachers will provide resources that deliver the main aspects of the curriculum plan. This includes Topic and Citizenship lessons linked to Health Education and Relationships. The remote learning set by the Teachers will follow the long-term curriculum plan for their class so that children can continue to access the relevant curriculum for their year and keep up. Teachers will provide adapted learning resources for children with additional learning needs, i.e. SEND or where English is an additional language. Teachers are expected to:

- Offer a broad and balanced curriculum
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- Provide frequent, clear explanations of new content, delivered themselves or through high-quality curriculum resources or video
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

Members of SLT will be available to support any teachers when setting and accessing remote learning resources.

## Teacher Expectations

Teachers will plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners. Should remote learning need to be set for a class or bubble, the work for the next day in English, Maths and other subjects including Topic will be posted on the Class Story on Class Dojo as soon as possible.

The information will contain:

- All website links needed to access home learning resources on Dojo along with clear information about the learning for that day. This will include reference to daily tasks for relevant subjects
- Teachers will be expected to assess pupils' work and provide pupils with feedback. This may be provided on an individual basis, but group feedback may also be used to reduce staff workload
- Links to daily lessons – a mixture of Oak Academy and the school's own videos and PowerPoints
- Worksheets to accompany lessons will be available to download and complete on Portfolios
- Staff will add these resources to their class webpage electronically and it will be the responsibility of families to use these resources at home (or contact the school if they need further support)

- Teachers will respond promptly, within reason, to requests for support from families at home (8:45am-3:30pm)
- Staff and parents should communicate via Class Dojo
- Teachers will receive training and guidance so that they are confident in using the remote learning resources.
- Members of the leadership team are available to support any Teachers when setting and accessing remote learning resources.
- Teachers will make sure all children and parents have access to Class Dojo and will follow up any problems uploading work or connecting via Class Dojo
- Teacher will adhere to the school's dress code

## **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Signposting threshold concepts to teachers where necessary so that leaders can be assured the most important knowledge has been taught
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources they can use to teach their subject remotely

## **Teaching Assistant Expectations**

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely under the direction of the class teacher or SLT
- Attending virtual meetings with teachers, parents and pupils
- Staff will try to avoid areas with background noise and ensure there is nothing inappropriate in the background. We recommend using background 'wallpapers' when using Microsoft teams.

## **Senior Leadership Team**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Mr S. Ismail)
- Monitoring the effectiveness of remote learning – this should include such regular meetings with teachers and subject leaders, visiting online sessions, reviewing work set and seeking feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- The Designated Safeguarding Lead is also responsible for following the safeguarding guidance detailed within the Enquire Learning trust Safeguarding Policy (Mrs K. Rosenbloom)

## **IT staff**

IT Support are responsible for:

- Helping staff with any technical issues they're experiencing
- Helping to fix issues with systems used to set and collect work

- Helping the school where possible to advise and guide parents and pupils to get online and access systems used for remote learning

## **Pupils and Parents/Carers**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents/carers with children learning remotely to:

- Ensure their children engage with all learning activities set by the teacher
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **Trustees**

The governing board is responsible for:

- Monitoring the trust's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that the trust's systems are secure, for both data protection and safeguarding reasons

## **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the class teacher
- Issues with behaviour – talk to the class teacher
- Issues with IT – SLT
- Issues with their own workload or wellbeing – talk to the Principal or SLT
- Concerns about data protection – talk to the Principal
- Concerns about safeguarding – talk to the DSL

## **Accessing personal data**

Data will be used in accordance to the Trust Privacy Notice.

## **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

## **Family Support (Pupils/Parents/Carers):**

- Where possible, it is beneficial for young people to maintain a regular and familiar routine.
- Moorside Primary Academy recommend that each 'school day' maintains structure. A suggested timetable will be made available on the relevant class web page as a guide. This includes regular bedtimes and daily reading for pleasure.
- Should anything be unclear in the work that is set, parents can communicate with class Teachers via class Dojo or by contacting the school office (if they have not received a response). They should make clear which year group and subject the question relates to.
- We encourage parents to support their children's work, by viewing the work set together and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work and encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms, but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work, technological support etc.) These will be discussed on case-to-case basis.

To establish which families may need further support or access to IT equipment, school leaders will monitor parental engagement so that any potential barriers to children accessing online learning can be addressed as soon as possible.

To help parents to feel confident when helping their child to access remote learning, Teachers and leaders will continue to upload 'how to' guides and videos on the school website.

## **Remote Teaching for Staff Who Are Self-isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. Staff may also be required to self-isolate if they have been in direct contact with a person who is displaying symptoms. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- It is expected that staff get a test. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by SLT and will be allocated on a case-by-case basis.
- If unwell themselves, Teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the Teacher is fit to work.

We hope this information is helpful. If you have any questions or you are having difficulty with the home learning at all, please contact your child's class Teacher via Class Dojo. We are more than happy to help.

Approved by: **Sam Ismail**      Date: **17/12/2021**

Last reviewed on: **January 2022**      Next review due by: **May 2022**